



JOB DESCRIPTION: Finance Director (Part-time), Living Arts International

PART A: General Information

Position title:	Finance Director
Place:	Phnom Penh, Cambodia
FTE:	1.5 days per week (30% FTE)
Contract type:	Consultant; initial term 12 months
Salary:	\$3000 USD gross per month pro rata (\$900 USD for 1.5 days per week)
Responsible to:	Managing Director, LAI
Assisted by:	Head of Finance, Senior Finance Coordinator, Finance Coordinator

PART B: About Living Arts International

Living Arts International (LAI) was initially registered in 2014 to provide strategic governance and administrative oversight to Cambodian Living Arts and Mekong Cultural Hub. It was restructured in 2018 to set it up for future growth, which enabled the organization to be agile and proactive during the COVID period and it has emerged stronger accordingly.

LAI's mission is to promote culture and the arts as a powerful force for a compassionate 21st century world. Spurred by its roots in Southeast Asia, it champions cultural initiatives that catalyse dialogue, connecting and grounding us in our humanity across borders.

LAI is a US-registered non-profit 501(c)3 organization, doing business as LAI, Cambodian Living Arts and Mekong Cultural Hub. It has an additional branch office in Taipei (Living Arts International Taiwan Office). Cambodian Living Arts (CLA) is registered in Cambodia, and Mekong Cultural Hub (MCH) is currently in the process of registering in Thailand. The LAI Finance Department is responsible for accounting and financial management across the whole structure. LAI and CLA Cambodia are audited annually, and there are additional project audits as required by donors.

LAI is governed by an international Board of Directors, including a Finance Committee which meets 4-6 times per year.

LAI's annual budget is approximately \$1.2 million USD and it is funded through grants (60%) and individual donations (30%) and earned revenue (10%). LAI also provides fiscal sponsorship services to smaller organisations in line with its mission. LAI has a Vision Fund for working capital and strategic opportunities, invested via a fund manager in the USA.

PART C: Position overview

The Finance Director is a new position in the LAI team structure and will work with the existing Finance Team, which includes the Head of Finance and two Finance Coordinators, based in LAI's Phnom Penh headquarters (also the office for CLA). We are creating this new role in order to strengthen our strategic financial management capacity within LAI, particularly in the areas of long-term financial planning and growth.

We would like to see a new strategic outlook in the LAI Finance department, using the strength of the LAI structure to create value across our diverse activities, while continuing to ensure effective accounting and compliance at local level for CLA, MCH and other projects. The Finance Director will lead this change.

We would also like to streamline and improve our existing accounting and financial processes where possible, including through systems improvement, team capacity development and reviewing and refining management information e.g. quarterly dashboards.

The position is initially recruited for 1.5 days per week, which can be worked flexibly as agreed between the selected candidate and LAI. The Finance Director will be expected to be in the Phnom Penh office at least half a day per week, in order to work directly with the Finance Team. The Executive Director of LAI is also based in the Phnom Penh office, while the Managing Director of LAI works remotely from London. Board Meetings/ Finance Committee meetings often take place in the evening, in order to accommodate the range of time zones where Board members are based.

PART D: Responsibilities

Planning & Strategy

- **Long-term financial forecasting and budgeting:** Creating realistic and achievable financial projections that align with LAI's long-term vision.
- **Scenario planning and sensitivity analysis:** Exploring various "what-if" scenarios to understand the potential impact of different factors on LAI's financial performance, enabling proactive growth planning and risk management.
- **KPI development and performance monitoring:** Identifying and tracking key performance indicators (KPIs) to measure progress toward strategic goals and identify areas for improvement.

- **Market and competitive financial analysis:** Analyzing market trends and competitor financials to identify opportunities and threats, informing strategic decision-making and competitive positioning.

Management & Operations

- **Oversight:** Oversee budgeting, cashflow forecasting, monitoring and reporting, year-end accounting and audits, service delivery and compliance, ensuring adherence to tax and regulatory requirements.
- **Process improvement:** Develop and further refine financial systems, controls, and reporting frameworks, implementing process improvements and efficiencies.
- **People:** Line manage the Head of Finance, and oversee work of the other staff in the Finance department. Ensure roles and responsibilities within the department are aligned to LAI's needs.

PART E: Required skills and experience

- A degree in Finance/Accounting or equivalent, preferably with a professional accountancy qualification
- Minimum 10-years experience in Finance, with at least 3 years experience in a senior role, ideally in an international non-profit organisation
- A strategic thinker with a hands-on approach, comfortable working independently and proactively in an intercultural and diverse working environment
- Fluent working English; spoken Khmer an advantage
- Exceptional communication skills and ability to distil complex financial data into clear, actionable insights
- Experience of implementing and managing dashboards and KPIs
- Strong technical proficiency in Excel, Quickbooks (or equivalent) and related tools
- Desirable:
 - Experience with grant management, grant making and fiscal sponsorship
 - Experience working with multi-country operations

PART F: How to apply

Please send your CV/ resume and a cover letter of up to 2 pages to frances@mekongculturalhub.org

Your cover letter should explain your interest and qualifications for the position. Please include details about how you would see working the 1.5 days, and how this might complement other jobs or projects you are involved in.

Deadline for applications: December 21st 2026